

30 September 1980

OFFICE OF FINANCE NOTICE NO. 44-80

SUBJECT: Information Science for Financial Management Course (ISFM)

25X1A 1. The seventh annual offering of the course "Information Science for Financial Management" is scheduled for 25 January through 18 February 1981. This is a highly intensive course involving three weeks in residence [REDACTED] two days at Headquarters culminating in presentation of students' team project solutions to the Director of Finance, his senior advisors and guests. (C)

2. This course has been developed by and is run by and for the Office of Finance, with the assistance and participation of the Office of Training & Education and the Audit Staff. It will familiarize students with the capabilities and limitations of computers and computer data systems; will improve the Finance professional's ability to effectively communicate with computer professionals; and will provide students with experience in applying computer logic, systems development concepts and information science techniques to financial, budgetary and management problems. (U)

3. After a period of lecture and workshop training in systems techniques and computer programming, students will be assigned to teams dealing with actual current problem situations in the Office of Finance. Each team will analyze its problem and develop a comprehensive solution for formal presentation at the end of the course. Each student will make extensive use of a micro-computer and write programs. (U)

4. The Information Science for Financial Management course is given once a year, and is limited to 20 Finance careerists with each running. To minimize any disruption in scheduling a training block of more than three weeks, those persons selected for this course, and their component chiefs, will be given about three months notice. For the 1981 running of the course, student selection will be completed and those selected will be notified by 24 October 1980. (U)

5. Any Finance careerist who wishes to be considered for inclusion in the 1981 ISFM course is requested to call [REDACTED] 25X1A at the earliest opportunity, but not later than 15 October. Submission of the SF 73 Training Request is not required at this time. (C)

[REDACTED] 25X1A
Edward L. Sherman

CONFIDENTIAL

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REVW ON 24 Sept. 80
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